

********The questions below were posed by attendees at the TAPG information sessions held on December 8th and December 11th, 2008. Questions will no longer be allowed after the Information Session, to ensure all applicants have access to the same information.***

Eligible Applicants

Can an applicant be eligible if it has been registered with DCRA for the requisite year, but 501(c) (3) tax-exempt status is pending?

Answer: Organizations must have a 501 (c) (3) tax exemption status for two years in order to be eligible.

If you received a NIF grant recently, is this a bar to receiving a TAPG grant?

Answer: If your organization is a current NIF Grantee with an active grant that will not be officially closed out by the application deadline; the organization is ineligible. However, if your organization was a previous grantee the organization is eligible to apply; under the condition that the closeout report has been submitted and reviewed by NIF staff. Also, NIF staff will evaluate performance under the previous grant agreement. This includes timely submission of monthly and quarterly reports, site visit reports, and implementation of program in accordance with the executed grant agreement. Former NIF grantees will not receive special consideration and are judged by the same criteria as others in the competitive process. However, the proposals must be substantially updated, including a description of the new activities and a justification of the new budget.

Is the timeline available online?

Answer: No. Please review the timeline information included in the PowerPoint presentation which can be accessed on our website.

Are partnerships allowed?

Answer: Yes. Partnerships are encouraged; however, the 501 (c) (3) non-profit must be the grantee and the fiduciary agent for the grant. Applicants proposing a partnership must clearly define the roles and responsibilities of each entity in the application, as well as submission of an agreement solidifying the relationship between the grantee and the partner.

What type of organization would need a fiduciary agent?

Answer: A fiduciary agent is only required if an otherwise ineligible applicant partners with an eligible applicant to submit an application. The partner that acts as the fiduciary agent must meet all applicant eligibility requirements. Both partners are required to demonstrate their

track record and experience in implementing projects of similar size and scope.

If I am a current grantee can I partner with another organization, and does it matter where they are located and do they have to be within the Target Area?

Answer: No. If you are a current grantee under the NIF; your organization would be ineligible (see Ineligible applicants – page 3 of the RFA).

Eligible Projects

Does the proposed project need a specified start and end date?

Answer: Yes. Grant funds can not be used for expenses incurred prior to the award of the grant. Grants are awarded for a one (1) year period, unless extended. Additionally, grantees are required to report on the approved performance measures at the end of the project.

Can this funding be used for existing on-going projects?

Answer: NIF can not replace existing funding from any source to support projects, programs, or services offered by the Applicant.

Can events be held outside of boundary areas?

Answer: The proposal's core activities must be located within the target area. The goal is to impact the target area and the performance measures must capture the impact. If there is a need to extend activities outside of the target area, then your proposal should describe this need in detail and the justification for a change in venue. Note that travel, field trip, and transportation costs are not eligible grant expenses.

Are K-12 public education programs (i.e. charter schools) eligible for funding?

Answer: Public educational facilities can apply for funding however; the program must be open to ALL children in the target area, not just student's attending the school.

What are minor code violations?

Answer: Minor code violations are items cited by the Department of Consumer and Regulatory Affairs (DCRA). DCRA is responsible for conducting inspections on properties within the District of Columbia to determine if property owners are in compliance with the District of Columbia Housing Code (14DCMR).

In-kind space outside of DC is it eligible for partnership?

Answer: In-kind space must be located in the NIF target area. If the space is outside of the area it can not be utilized for this grant. All programs or projects must be conducted within the NIF target area boundaries.

If you received a Community Service Block grant funds for 2008, are you eligible for this grant?

Answer: Yes. If your organization received Community Service Block grant funds you are eligible.

Project Focus Areas

If my project covers more than one focus area, do I have to choose only one?

Answer: No. Eligible applicants may choose a maximum of two (2) focus areas per application.

My organization provides seniors and youth programming. Can we apply for support for one of our seniors or youth programs in a target area that does not have NIF Target Area goals (from the legislation) related to the need for seniors and youth programming?

Answer: If you can demonstrate a need for your proposal within the target area community, then it is not required that the target area goals in the NIA legislation address your proposal.

Does your office have to be located in the Target Area that you serve?

Answer: No. The administrative offices do not have to be located within the target area; but services that will be rendered must be within the target area boundaries.

Under Program Design: We serve youth ages 6-12. The RFA states that programs must be offered to all residents, will I need to expand my target population?

Answer: No. The organization may service youth up to the age of 24.

Is it true that 2 components can be addressed, but services must be at one Target Area?

Answer: No. The organization may choose up to two (2) project categories and implement those projects in multiple target areas. However, in the application it should be clearly stated what the project category will be as well as what target area it will be implemented.

For vocational training and direct job placement, is there a percentage of trainees that have to be hired?

Answer: The application should clearly define the number of individuals that will be trained and the anticipated percentage of those who will be directly placed in jobs.

On the note of target area can you recruit/performance outreach in other target areas and have individuals come to a fixed location in the District that may be outside of the specified neighborhoods? Example: There would be a job training center established in another neighborhood that series targeted populations.

Answer: The program/project must be in the NIF target area; however, you may serve and recruit individuals outside of the area. But all services must be within the NIF target area.

What are types of small business technical assistance that can be provided?

Answer: An organization may provide a hands-on training session to multiple organizations in formal training session which may consist of human resources, financial planning and etc. However, improvements of the exterior or interior of a business is not considered small business technical assistance.

Eligible Expenses

Does the funding allow for paying of stipends as you are training, especially men and women transitioning back into the workplace?

Answer: Stipends are not listed as an ineligible expense. You should clearly describe the details of the stipend (frequency, amount, usage, etc) in the budget narrative.

Can funds be used for construction of commercial buildings?

Answer: Construction not related to housing is eligible as long as it falls within an eligible project category and meets the objectives of the TAPG grant.

Is rent an allowable expense?

Answer: No. Rent or lease of property is an ineligible expense.

Will you fund technical assistance?

Answer: Yes, as long as the technical assistance is provided in an eligible project category and meets the objectives of the TAPG grant.

If your organization is renovating, a space, can you direct all of the NIF funding to construction costs?

Answer: Construction not related to housing is eligible as long as it falls within an eligible project category and meets the objectives of the TAPG grant.

Are project grant proposals more likely to be accepted than general operating grant proposals?

Answer: This grant can not support operating expenses unrelated to the implementation of the proposal or administration of the grant. This grant is intended to fund a specific proposal, which can include a program or a project.

Food and Transportation are they allowed to be covered under this grant?

Answer: No. Food and transportation expenditures are not allowed under this grant. This includes gas, fare cards and rental or purchase of transportation.

Budget Questions

Budget, does individual items purchased document requirements include Construction costs?

Answer: Yes. Eligible construction expenses are subject to the same documentation requirements.

Do we need to have other leveraged funds on hand at the time of application submission?

Answer: Supporting documentation for the leveraged funds should be included on the budget worksheet and narrative at the time of submission. If funds are projected to be received, then you must clearly describe the each projected revenue stream in the budget narrative and describe how a loss of that projected revenue would impact the project.

Can an organization recreate the budget form in Excel?

Answer: No, please use the standard documents provided. If you need to use excel to calculate formulas, please take the final values and insert them into the forms provided.

Can proposals receive partial funding?

Answer: Yes. NIF reserves the right to fund a grant in its entirety or in part.

What documentation can we provide for money raised through a fundraising event?

Answer: The Organization's Bookkeeper should have a record of money raised from fundraising events.

What is the ratio allowable for grant award and leverage?

Answer: Other sources/NIF Request = Leveraging Factor. The leveraging factor ranges from 0 = No Leverage to 5 = greater than 1.

Does this grant have to be matched?

Answer: No. There is no match requirement for this grant.

If you have your grant extended, do you receive more money?

Answer: No. The grant period can be extended, however this is a one-time funded grant. No additional funds will be provided if the grant period is extended.

Does the 10% limit on fringe include mandatory taxes (FICA), unemployment and or workers compensation?

Answer: Yes. This can include all applicable taxes, however the applicant must provide a breakdown of the fringe benefits in the budget section of the application.

Can funds be used to support projects in both targeted areas?

Answer: Yes. It should be clearly stated in the application how funds would be utilized for more than one target area.

Community Support

Can community support letters include letters from business owners or leaders in the target area?

Answer: Yes. In general, support letters should be appropriate to the type of proposal and no older than three months.

My organization develops and manages affordable housing communities (a community usually has 100 units). We perform community assessments of our communities that include resident questionnaires asking resident needs and concerns and focus groups. Does this qualify as community input involvement in planning and determining needs(s)?

Answer: Yes, this qualifies as community input. To capture this information in the narrative, you should include the number of focus group participants, frequency of meeting and sample questions.

If you receive a letter from a parent or student that our program serves, does it have to be on letterhead?

Answer: No. While the persons impacted by a program are important, we encourage applicants to seek out a broad range of support from the impacted community.

Application Format

Should we submit an organization chart for our organizations or for the project?

Answer: Organization chart is required for your organization. The project team is described in Attachment A.

Can the application be submitted online or does it have to be submitted by hard copy only?

Answer: No. Applications can not be submitted on-line. They must be either hand delivered or by mail. However, we highly recommend that applications be submitted by hand; because we can not guarantee that applications will be delivered by the deadline.

Can attachments be sent by email in PDF format along with the e-form?

Answer: No. Attachments can not be emailed; they should be submitted in hard copy format along with the application.

Is there a page limit on attachments?

Answer: No. There is no limit in regards to the number of pages submitted with the application. However, each page must be numbered at the bottom of each page.

If you have multiple sites, do you have to submit multiple proposals or just one for all?

Answer. An applicant must submit only one proposal. However, you may choose up to two (2) project categories and may operate in multiple target areas. But this should be clearly stated in the application.

Evaluation

Can a copy of the point system for evaluating proposals be supplied?

Answer: A description of the evaluation criteria and points are included in the TAPG information packet on page 7.

Who reviews the applications?

Answer: Individuals from various District Government Agencies.

Other

Is this presentation on the website?

Answer: Yes. The presentation from the informational sessions is located on the website for referencing purposes.

Are the maps of the target areas on the website?

Answer: Yes, the 12 target area maps are available on the website at http://planning.dc.gov/planning/cwp/view,a,1285,q,571098,planningNav_|32341|.asp

How were the targeted neighborhoods selected?

Answer: The Target Areas were selected by the DC Council through the passage of the Neighborhood Investment Act of 2004.

If an organization wants to work in multiple target areas, can it propose multiple projects, each requesting up to \$200,000?

Answer: Eligible applicants may submit one application, either electronically or in paper form and choose a maximum of two (2) categories per application.

First source hiring agreement-what does this mean? How does it work?

Answer: Please visit the Department of Employment Service (DOES) website for more information on the District's First Source program: www.does.dc.gov

Length of award period? Is there a date that the projected must be completed/funds used?

Answer: Grant agreements are for a one year period that may be extended for an additional year if the project requires.

Where can we read the full text of the Neighborhood Investment Act of 2004 (DC Council, DCLaw 15-137)?

Answer: The Neighborhood Investment Act of 2004 legislation is available on the DC Council website by searching under L15-131. Alternatively, a PDF copy can be emailed on request.

What is the schedule of the disbursement of funds?

Answer: The anticipated start date for TAPG grantees is March 23, 2009. Grant funding is disbursed on a draw schedule, no more than 50% of the grant funds can be requested on the first draw.

If our organization is located on one side of the street, but we intend to conduct Services directly across the street would this be covered?

Answer: Yes. If you organization is located on one side of the street we do acknowledge the opposite side of the street.

Can the RFA be sent to the email list as a word document?

Answer: No. The document posted on line is a fill-able document and you may enter the organization information and print out from the website. However, the information can not be saved or converted to a word document.

Will there be some one checking the application once it has been submitted?

Answer: Yes. We will begin the review panel process; however, please use the checklist that is supplied in the application to ensure that all documents are submitted. Incomplete applications will not be evaluatated.

If something is missing will the applicant have time to bring it back and submit it?

Answer: No. Incomplete applications will not be accepted. Please utilize the checklist provided in the application packet to ensure that all documents are submitted.

Reminder:

The completed application packet is due by 4:00pm on Monday, January 12, 2009 and must be submitted to 2025 M Street, NW, Suite 600. Washington, DC 20036. Attn: Tawana Stewart, Grants Manager.

Emailed or faxed applications will not be accepted. ODMPED can not guarantee the on-time receipt of mailed applications. We encourage applicants to drop off submissions in person.

Late submissions will not be accepted.